

*City of Alexandria, Virginia*47
6-26-01

MEMORANDUM

DATE: JUNE 21, 2001

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: ALLOCATION OF FUNDS SET ASIDE IN CONTINGENT RESERVES IN THE APPROVED FY 2002 OPERATING BUDGET FOR AN ADDITIONAL URBAN PLANNER POSITION IN THE DEPARTMENT OF PLANNING AND ZONING

ISSUE: City Council consideration of the allocation of \$71,000 set aside in contingent reserves in the approved FY 2002 Operating Budget for an additional urban planner position in the Department of Planning and Zoning.

RECOMMENDATION: That Council authorize the establishment of an additional urban planner III position in the Department of Planning and Zoning, and approve the transfer to that Department of \$71,000 set aside in the approved FY 2002 Budget's contingent reserves account.

DISCUSSION: In the approved FY 2002 Budget, Council placed \$71,000 in contingent reserves for an additional urban planner position for the Department of Planning and Zoning. The funds were intended to address staffing issues in the Department as we embark on a number of planning initiatives, as described in the Plan for Planning which will be discussed at Council's June 26 work session.

Among other tasks, the new planner funded by the proposed transfer from contingent reserves will be assigned to: (i) participate in the geographical-based planning projects outlined in the Plan for Planning, (ii) work on the issue-based studies described in the Plan for Planning, and (iii) assist in some of the Department's special projects and more complex special use permits, thereby freeing up the time now spent on these matters by more senior Department personnel.

FISCAL IMPACT: The transfer of \$71,000 from contingent reserves.

STAFF: Eileen Fogarty, Director, Planning and Zoning
Mark Jinks, Assistant City Manager